

**DISTRICT LABORATORY  
QUALITY SYSTEM REVIEW CHECKLIST**

**DISTRICT/LAB** \_\_\_\_\_  
**DATE** \_\_\_\_\_

**PROFICIENCY SAMPLES AND ON-SITE INSPECTION REPORTS**

SAMPLES TESTED IN A TIMELY MANNER (**within specified time frame**)  
ON-SITE INSPECTION REPORTS (**Stored in Lab**)  
RESPONSES TO LOW RATINGS COMPLETED PRIOR TO DEADLINE  
RECORDS STORAGE (**Stored in Lab**)

**CALIBRATION & VERIFICATION**

VERIFY INTERVAL TIMES (**Computer program generated monthly by lab  
to determine what equip. requires calibrating.**)  
PERSON RESPONSIBLE  
RECORD STORAGE (**Stored in Lab**)  
LIST OF EQUIPMENT (**Entered into computer program by lab**)  
REFERENCE TO PROCEDURE USED FOR CALIBRATION  
(**Entered onto equipment list by lab {VCM, lab maintains traceability documentation}**)  
PROCEDURES FOR HANDLING NEW EQUIP.  
OUT OF CALIBRATION EQUIP.  
DEFECTIVE EQUIP.  
EQUIP. REMOVED FROM SERVICE  
(**Lab calibrates/verifies, enters equip. into computer program to ensure routine calibration.  
Equipment in question of functioning properly is removed, labeled and only returned to  
service after repair, verification that it is functioning properly and subsequently re-calibration.**)

**EMPLOYEE EVALUATION/TRAINING**

TRAINING (New/Transferred/Promoted Employees)  
Verbal/Written Instructions  
Actual Presentation/Performance of Test with Guidance from Qualified Individual  
Ability to Properly Perform Test Evaluated  
UP TO DATE CHECK LIST FOR EACH AASHTO PROCEDURE PERFORMED  
Detailed Form Including Key Steps and Vital Equip. Check  
Observed/Quizzed on Vital Items  
Check Performed by Qualified Individual  
Competency Established - Certified to Perform Test  
ANNUAL EVALUATION ON PROCEDURES PERFORMED  
RECORDS STORAGE (**Stored in Lab**)

**TEST RECORDS AND REPORTS**

DOCUMENT METHODS USED TO PRODUCE, CHECK  
AND AMEND TEST REPORTS. (**Follow documented procedures**)  
PERSON RESPONSIBLE FOR MAINTAINING REPORTS  
AND DESCRIBE DISTRIBUTION OF REPORTS  
(**Lab maintains and distributes reports to originating district**)  
IDENTIFY LOCATION OF RECORDS (**Stored in Lab**)  
DOCUMENT PROCEDURES FOR SAMPLE I.D.'ing. (**Tag upon receipt**)  
STORAGE PRIOR TO TESTING, RETENTION (**Least disturbance**)  
AFTER TESTING, AND DISPOSAL (**Adhere to proper procedure for sampling**)

**DISTRICT LABORATORY  
QUALITY SYSTEM REVIEW CHECKLIST**

<b>PROFICIENCY SAMPLES AND ON-SITE INSPECTION REPORTS</b>
<b>CALIBRATION &amp; VERIFICATION</b>
<b>INVENTORY CHECK</b>
<b>EQUIPMENT CHECK</b>
<b>EMPLOYEE EVALUATION/TRAINING</b>
<b>TEST RECORDS AND REPORTS</b>
<b>COMMENTS</b>

**INTERNAL QUALITY SYSTEM REVIEWS**

VERIFY FREQUENCY OF REVIEWS (Annually)

PERSON RESPONSIBLE (Appropriate C.O. Quality Manager)

PROCEDURE FOR REPORT DISTRIBUTION

TO MANAGEMENT (Quality Manager reports findings to

SME, Designated Asst. Div. Adm., DME, District Lab Supv.)

RECORD STORAGE (Appropriate C.O. Laboratory)